

SIMPLIFIED INSTRUCTIONS FOR FILLING OUT THE KENTUCKY DIVISION OF WATER APPLICATION FOR A PERMIT TO CONSTRUCT ACROSS OR ALONG A STREAM AND / OR WATER QUALITY CERTIFICATION

Some items on the application occasionally cause uncertainty or need explanation. These tips should minimize the need for requests for additional information, which can delay your permit. Please type or complete the application in ink. Applications completed in pencil are not acceptable.

Item 1. The 'Owner' is the responsible entity making application for the permit. By making an application, the 'Owner' verifies that they have all necessary legal rights to complete the project on the designated site, which is further confirmed by item 11 and signatory line. The 'Owner' may be an individual, couple, partnership, corporation, or any other legal entity with the aforesaid rights. If a corporation or partnership, include name of contact person. If possible also provide a contact phone number where someone can be reached during working hours. It can facilitate the permit process.

Item 2. This is only applicable if you have authorized someone else to act on your behalf to obtain the permit. (See Item 11 below)

Item 3. This is only applicable if the project requires the services of an engineer. Smaller projects often do not require the services of an engineer to make an application. If you do retain an engineer or surveyor, we will need to be able to contact them.

Item 4. Usually a general description is sufficient. We do not generally require detailed plans, but do need to know the size, depth, length, etc of the project. We need any pertinent information that will enable us to determine a project's influences on a stream or a floodplain.

Item 5. List the county the project is in and the nearest surrounding community.

Item 6. List the USGS Quad name and the latitude/longitude. Your local floodplain coordinator should be able to help you find this information.

Item 7. Name the stream that the project is in the floodplain of and the watershed in acres.

Item 8. List in linear feet how much stream is going to be impacted.

Item 9. This is very important in the process of your application. Give directions to the site by identifying crossroads, intersections, streams and any other geographical feature. **Include Maps!**

Item 10. Mark yes or no, depending on if any of the project has been started. If it has been started, we need to know what has been completed. Drawings need to be submitted for the review process.

Item 11 & 12. Give your best estimates. You have one year from the issuance of a permit to begin construction. If you do not begin within the year, generally the permit can be renewed if there are no changes to the project. (A final construction report is required when the project is complete.)

Item 13. If there has been a permit issued from the US Army Corps of Engineers, submit a copy along with the application.

Item 14. You **must** address either (a) or (b). If public notice is required, a newspaper clipping or an affidavit is required before the permit can be issued.

Item 15. Self-explanatory. (Help may be found by contacting your local floodplain coordinator.)

Item 16. List anything that you sent along with your application. This is a good way for us to keep up with all attachments. A topographical map **needs** to be one of these attachments.

Item 17. Very important! This must be clearly initialed by the property owner. If this is not complete, the application will be returned to you causing a delay in the permitting process.

Item 18. Any additional information that may contribute to the permit process.

You will notice that there are two signature lines. **Both** the 'Owner' (or agent/engineer with Power of Attorney) **and** the local floodplain coordinator need to sign the application and date it in ink. If one or both signatures are missing the application will be returned and delay the process of your application.

We must have the **original** application before the application can be issued.